



## FAQ

### APRN LICENSURE APPLICATION

1. Why do I have to be licensed as an APRN? I already have a RN license and I'm on the APRN registry.
  - The law has changed. In the past Minnesota did not require APRN licensure but required APRNs to submit a copy of their certification to the Board and they were listed on the APRN Registry. Effective January 1, 2015 all APRNs are required to hold an APRN license and the APRN registry will be obsolete.
  - In addition to requiring APRN licensure, the new law removes the requirements for a collaborative management plan and written prescribing agreement for APRNs.
  - To become licensed, an APRN will be required to hold a current RN license and submit documentation of successful completion of an acceptable graduate APRN program and current certification as an APRN in a role and population focus.
  - Clinical Nurse Specialists (CNS) and Nurse Practitioners (NP) will be required to practice for 2,080 hours within the context of a collaborative agreement with a licensed Minnesota Certified Nurse Practitioner, Certified Clinical Nurse Specialist, or physician who has experience in providing care to patients with similar medical problems.
  - The Minnesota Board of Nursing website has more information and forms available to print. Go to [www.nursingboard.state.mn.us](http://www.nursingboard.state.mn.us) and click on the APRN tab.
  - This new license is for every APRN who wishes to practice in the State of Minnesota January 1, 2015 and later.
2. How much does this license cost?
  - The fee for an APRN license is \$115.50 and must be paid by money order or cashier's check. No personal checks will be accepted.
  - The fee must accompany the APRN application form.
3. I haven't received a packet, where is it?
  - If you were on the APRN registry as of July 1, 2014, a packet was sent in early October to the most recent address we have on file for you. If your address in our records is not current, you may not receive the packet unless the postal service forwards it to you.
  - If your packet is returned to us because of an invalid address, the packet will not be resent but you may obtain all the forms to become licensed as an APRN on the Board's website. Go to [www.nursingboard.state.mn.us](http://www.nursingboard.state.mn.us) and click on the APRN tab.
4. I want to change my address/update my address so I can receive the packet.
  - Submit an address change form to the Board or update your address in your Minnesota Board of Nursing self service area of the Board's website. We will not resend packets that are returned to us but you may obtain all the forms to become licensed as an APRN on the Board's website. Go to [www.nursingboard.state.mn.us](http://www.nursingboard.state.mn.us) and click on the APRN tab.

5. Can I apply online?
- No. Regrettably, the new law was enacted so quickly we were not able to develop an online service for APRN licensure. We hope to have online renewal capabilities for APRNs within the year.
6. Who completes the *Confirmation of Program Completion* form?
- The applicant completes the first page of the form and the applicant forwards the form to their school. The school will complete the second page of the form and return it to the Board of Nursing. The Board of Nursing must receive the *Confirmation of Program Completion* form directly from the school.
7. My school has closed, how do I get documents?
- Schools are required to maintain records. Your school may have been absorbed by another school or appointed another entity to maintain their records. To find out where you can obtain your school records, contact the Minnesota Office of Higher Education at 651-642-0533.
  - We have been informed that many of the CRNA hospital certificate programs kept old records with human resources at the hospital, not a school. For example, the records for a North Dakota CRNA program are with the St. Alexis Hospital in Bismarck.
8. I don't have a graduate level education but I was on the Minnesota APRN Registry, what should I complete on the *Confirmation of Program Completion* form?
- Check the two boxes that indicate you don't have a graduate level education and you were on the APRN registry and forward the form to your school of nursing. The school will complete the second page of the form and return it to the Board of Nursing.
9. Do I need to complete the *Post-Graduate Practice Verification* form?
- If you are a CNS or a CNP yes, you must complete the *Post-Graduate Practice Verification* form.
  - If you have completed 2080 hours of practice as a Nurse Practitioner or Clinical Nurse Specialist and were on the registry as of July 1, 2014, you do not need to complete the second page of the form but you must complete the applicant information and sign the affidavit section of the form. Return the form to the Board of Nursing.
  - If you were not on the APRN registry and have not completed 2080 hours of practice as a Nurse Practitioner or Clinical Nurse Specialist, complete the "Initiation of Practice" section and send the form to the Board of Nursing. When you have fulfilled the 2080 hours of practice as a Nurse Practitioner or Clinical Nurse Specialist requirement you will need to submit another form and complete the "Verification of Completion of Post-Graduate Practice" section and submit the form to the Board of Nursing.
10. What is a "Minnesota Business Identification Number" and why do I need to provide that number?
- If you have a Minnesota business identification number you must provide it. According to Minnesota Statute 270.C.72 all licensing authorities must require applicants to provide their social security number and Minnesota business identification number on all license applications.
  - A Minnesota business ID number is not a MN tax ID number.
  - A Minnesota business ID number is obtained from the Secretary of State.

- A Minnesota business ID number is a “file” number that is attached to a business throughout the life of the business and doesn’t change if the business has changed its name.
- Minnesota business ID numbers are 5 to 12 digits in length. Older Minnesota business ID numbers will contain letters and numbers. New Minnesota business ID numbers will contain just numbers.

11. I have more than one role to check under the “APRN Role” section of the *APRN Licensure Application*, what do I do?

- You must submit a separate application, fee and supporting documentation for each role.
- You may have more than one population focus for a role but only one role per application.

12. What do I check in the “APRN Role” and “Population Focus” sections of the *APRN Application for Licensure*?

- Check the population focus box that matches the population focus on your certification.
  - An exception to this is if your certification is “adult population,” check the “adult/gerontology” box on the application form.
  - An exception to this is if your certification is “gerontology,” check the “adult/gerontology” box on the application form.
- If you are a CRNA, your population focus is “family” only.

13. Whose DEA number should I put in the “Prescribing” section of the *APRN Application for Licensure*?

- Provide your DEA number in this section. Do not provide your facility’s or institution’s DEA number.

14. When will I receive my license?

- The Board can only issue a license after your application and ALL supporting documents are received, reviewed and approved/entered. Please understand we are processing about 7,000 APRN licenses within a very short time so it may take several weeks to receive your APRN license. We appreciate your patience as we process these applications.
- It may take time for your educational program to provide confirmation of program completion so please begin the process as soon as possible.
- Individuals who answer “yes” to a grounds question may be asked to submit additional information.

15. How long do I have to complete the application process?

- Your application will be nullified one year from receipt of the application if it is not completed. However, you must be licensed as an APRN by January 1, 2015 to practice as an APRN in Minnesota.